NC E-Procurement Upgrade Go-Live Postcard #2
## NCAS Agency Edition

"What's New" Webinar Next Week   We hope your calendars are marked for the "What's New" webinar for NCAS users that is coming up on Tuesday, May 8th, from 9-11 am. Invitations were sent to all users last week, and detailed access instructions have been sent to registered participants. Many agencies are planning to join as a group, so you may want to participate with co-workers from a common viewing location if you are not registered. The session will be recorded and posted on the NC E-Procurement web site, so you can view it at any time if you are not available on Tuesday.

Do you have an NCID?   One change that will be covered in training is that all users will log in to the upgraded system using NCID, the State's common identity management service. NCID provides a single user ID and password that can be used to log into multiple systems. Everyone who uses NC E-Procurement **must have an active NCID** in order to log into the system. We have been working with agency contacts to map current NC E-Procurement user IDs to NCIDs so that current users can be loaded into the upgraded system. If you do not have an NCID or if you are not sure if you do, you can contact your agency's Security Administrator. If you do not know who your agency's Security Administrator is, you can contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or ephelpdesk@its.nc.gov. Once your NCID is created, you need to reset your temporary password and establish security questions within 14 days or it will be deleted and a new one will need to be created for you.

Accessing Historical Transactions After Go-Live NC E-Procurement contains over 10 years of historical data, including over 3 million purchase orders.   This historical data will not be converted to the new NC E-Procurement system but will remain accessible for reference in the existing system. The current NC E-Procurement **will remain available for a limited time** beyond implementation of the new NC E-Procurement, so that NCAS agency users may **complete their open transactions only**. Users will be limited to receiving or canceling open orders in the old system. Users will be able to 'change' open orders but only to complete them by reducing the line item quantities to the amount already received. Users will not be able to create or submit any requisitions in the old system. All new transactions must be created in the new NC E-Procurement system. After the transition period, users will be restricted to **read-only access in the old system** for viewing transactions.

Please see the chart below for available purchasing activities in the current and upgraded NC E-Procurement systems before and after go-live:
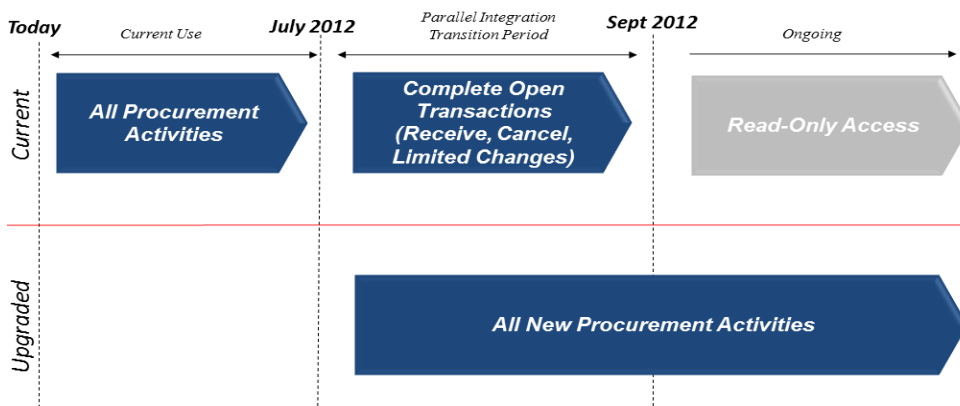
Follow-Up

We sent this postcard to NC E-Procurement NCAS agency users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov